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ADMINISTRATIVE - INTERNAL USE ONLY

29 July 1988

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NOTE FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Breakfast Bullets for the Week of 1 August 1988

Following are some OL activities which you may wish to include in your discussions with the DCI next week:

- ° Humidity problems in NHB/OTS Printing Facility: A serious humidity problem occurred in the OTS press room, as well as the bindery and paper storage areas in the NHB on 18 July 1988. The Honeywell controls and sensors were not operating properly. Temporary remedial action has been taken: we lowered the supply air temperature of the fan systems supporting those areas and the humidity has decreased in the press room and the bindery. We are presently working on a temporary solution to decrease the humidity level in the paper storage area to 45 percent. All temperature control systems in the effected areas are being operated manually. The permanent solution is to ensure that all controls on the main air handling systems, exhaust fans, and variable air volume boxes are in full operation and computer-operated. This work, being undertaken by Honeywell, will take a number of weeks to complete. Our OTS customers are appreciative of our efforts in resolving this problem.

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- Carpooling: I urge you to discuss the following with the other Deputy Directors. OTS is to be highly commended for its participation in the ridesharing program. While OTS was located at 2430 E Street, they had approximately 27 carpools. Since their move to the Headquarters Compound, their carpools have increased to a total of 47, as follows:

Vanpools	0
4-person carpools	4
3-person carpools	11
2-person carpools	32
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	47
Total riders	113

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There are about [] employees currently assigned to Headquarters--more than 25 percent of these are participating in carpools. This is the type of cooperation we need from all components on the Headquarters Compound. Again, please commend OTS for this fine effort.

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John M. Ray